

CITY OF TUALATIN

Classification Description

Job Title: City Attorney
Department: Legal Services
Reports To: City Manager
FLSA Status: Exempt

SUMMARY: The legal counsel for the City, appointed by the City Manager. Provides professional legal services and advice to the City Council, The Tualatin Development Commission, City staff, City committees and boards. Supervises employees in the Legal Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Drafts and reviews ordinances, resolutions, contracts, orders, agreements and other legal documents. Provides oral and written opinions on these matters are required.

Conducts legal research, prepares memoranda and provides advice to City Council, City staff, boards and commissions on a wide range of topics and concerns.

Represents City of Tualatin in litigation, appeals, and administrative proceedings. Monitors and assists with cases handled by outside counsel.

Attends meetings of City Council, Tualatin Development Commission, and other City committees and boards as required. Provides legal and procedural advice as necessary.

Assists in the development of legislative and administrative policies. Reviews and analyzes recent cases and legislation; recommends policy changes.

Acts as risk manager for tort liability and property loss. Reviews and organizes policies, coordinates with claims adjusters and tort litigation counsel.

Sets department goals and performance measures to implement Council goals and objectives.

Prepares and monitors annual budget and Five Year Financial Plan for Legal Services Department.

Performs administrative tasks such as attending staff meetings, managing department, ensuring sound financial procedures are used in purchasing materials and equipment, etc.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Provides direct supervision to employees in the Legal Department.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Leadership - Effectively influences actions and opinions of others.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Inspires respect and trust; Recognizes and deals with political issues and topics.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Innovation - Displays original thinking and creativity; Develops innovative approaches and ideas.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or City Council or Commission.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should be able to operate a personal computer and have knowledge of Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Must be a member in good standing of the Oregon State Bar.

Other Skills and Abilities: Thorough knowledge of local government, administrative and land use law, including the principles of real property law, land use law, torts, contracts, criminal law, civil and criminal procedures, rules of evidence. Considerable knowledge of the methods of legal research. Knowledge of employee supervision, budget preparation, and office management practices.

Ability to organize, interpret and apply legal principles and knowledge of complex, factual situations in conducting legal research and preparing sound legal opinions. Ability to analyze and prepare a wide variety of legal documents. Ability to prepare and try cases. Ability to supervise the work of subordinates. Ability to express ideas effectively, both orally and in writing. Ability to establish and maintain effective working relationships with City officials, City staff and the general public. Ability to operate a personal computer and related software.

EDUCATION and/or EXPERIENCE: A minimum of five years legal experience in the practice of municipal or local government law with emphasis and experience in the following: land use, first amendment, public meetings and records, public contracts. Graduation from an accredited law school and licensed to practice law in the State of Oregon.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.